



GRADING PLAN (INCLUDING MINOR) INITIAL SUBMITTAL CHECKLIST

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
www.carlsbadca.gov

Project ID _____ Project Name _____
DWG No. _____ GR No. _____ Project Engineer _____

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Application for minor grading plan check requires city approval.
- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.
- Items marked with a (**) may be waived when determined not necessary by the city engineer.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Completed and signed city Engineering Plancheck Application (E-23)
- ☐ 4. a) Digital submittal of plans, b) Completed digital submittal checklist, and c) Layer description
-see engineering standards on city website for digital submittal requirements and checklist
- ☐ 5. **Copy of environmental clearance or completed EIA. form, Part 1, with copy of grading plans attached, if no prior CEQA approval
- ☐ 6. *Eight sets of prints of the grading plans folded to 9" X 12" (Three sets of prints for minor grading)
- ☐ 7. * ** Two sets of bound drainage report
- ☐ 8. * ** Two sets of bound soils report
- ☐ 9. * ** Two copies of earthwork quantity calculations
- ☐ 10. * **Two copies of engineer's cost estimate for grading work and two copies of cost estimate for any public improvements shown on the grading plan in lieu of submitting an improvement plan
- ☐ 11. Two sets of preliminary title report (**issued within six months of application)
- ☐ 12. Three copies of all signed conditions of approval (if applicable)
- ☐ 13. Three sets of prints of approved site plan or tentative map signed by planner and project engineer (if applicable)
- ☐ 14. Three copies of Notice of Intent to Issue Coastal Development Permit, when applicable
- ☐ 15. Concurrent submittal required (as applicable): final/parcel map, improvement plans, easement documents, temporary construction easement for off-site grading, etc.
- ☐ 16. Original and one copy of completed *Determination of Project's SWPPP Tier Level and Construction Threat Level* worksheet (Form E-32). Check the required tier level: ☐ Tier 2 ☐ Tier 3
- ☐ 17. One Storm Water Pollution Prevention Plan (SWPPP) for Tier 3. For Tier 2, include as part of grading plan set
- ☐ 18. Original and one copy of completed and signed Storm Water Standards Questionnaire (E-34)
- ☐ 19. *Two sets of Storm Water Quality Management Plan (SWQMP) (required if project is a Priority Development Project per the Storm Water Standards Questionnaire or if conditioned with project. Minor grading plan check does not apply for PDP projects)
- ☐ 20. Two sets of a completed Standard Project Requirement Checklist (E-36) (Required if project is a Standard Project or Exempt from PDP per the Storm Water Standards Questionnaire or if conditioned with project)
- ☐ 21. SWPPP/SWMP review fee(s), if applicable
- ☐ 22. Grading plan check fee
- ☐ 23. Soils report plan check deposit of \$1,200 with one PDF of grading plan and soils report on disk or thumb drive separate from digital submittal. Additional fees may apply and be collected later in the process
- ☐ 24. Other: _____



GRADING PLAN RESUBMITTAL CHECKLIST E-8

Development Services
Land Development Engineering
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Project ID _____ DWG No. _____ GR No. _____
Project Name _____
Plancher _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. _____ PCE Initials _____ Date _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- ☐ 1. This resubmittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. Corrected digital copy of plans
- ☐ 5. Original and one copy of completed Security and Agreement Data Sheet
- ☐ 6. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 7. * _____ sets of corrected prints of the grading plans folded to 9" X 12" (Distribution: 1 file, _____ EM, _____ planchecker, _____ Planning, _____ Building, _____ other (specify): _____)
- ☐ 8. *Two sets of corrected bound drainage report signed and sealed by engineer of work
- ☐ 9. *Two sets of corrected bound soils report signed and sealed by soils engineer
- ☐ 10. *Two sets of corrected earthwork quantity calculations signed and sealed by engineer of work
- ☐ 11. *Two sets of corrected engineer's grading and, if applicable, improvement plan cost estimate signed and sealed by engineer of work
- ☐ 12. Concurrent resubmittal required (as applicable), corrected as necessary: final/parcel map, improvement plans, easement documents, temporary construction easement for off-site grading, other: see below
- ☐ 13. One corrected Tier 3 SWPPP
- ☐ 14. *Two sets of corrected SWQMP
- ☐ 15. Department comments: _____ Planning, _____ Traffic, _____ Parks & Recreation, _____ Fire, _____ Eng P&P, _____ M&O, _____ other—specify (Distribution: to indicated departments)
- ☐ 16. OTHER: _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



GRADING PLAN FINAL SUBMITTAL CHECKLIST E-8

Development Services
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760-602-2750
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Project ID _____ DWG No. _____ GR No.: _____
Project Name _____
Planchecker _____ Project Engineer _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. Digital copy of plans
- ☐ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 6. * _____ sets of corrected prints of the grading plan folded to 9" X 12" (Distribution: 1 file, 1 Eng P&P, _____ planchecker, _____ other (specify): _____)
- ☐ 7. One copy of all signed conditions of approval
- ☐ 8. *One copy of approved bound soils report signed and sealed by soils engineer
- ☐ 9. *Original mylars signed and sealed by engineer of work and including all required signatures
- ☐ 10. Concurrent mylar submittal required (as applicable): final/parcel map, improvement plans, easement documents, temporary construction easement for off-site grading, other: see below
- ☐ 11. One copy of approved Tier 3 SWPPP
- ☐ 12. One copy of Notice of Intent receipt letter with WDID number separated from SWPPP
- ☐ 13. *Two sets of approved SWQMP signed and sealed by engineer of work
- ☐ 14. One 24" x 36" copy of approved single sheet post-construction BMP exhibit (rolled)
- ☐ 15. Verification of submittal of securities and agreements
- ☐ 16. Payment of plan check fee balance. See enclosed invoice. (Please note: If not included on this invoice, you will receive separate notification of the amount due for the grading cash deposit.)
- ☐ 17. Department approvals: _____ Planning, _____ Traffic, _____ Parks & Recreation, _____ Fire, _____ Eng P&P, _____ M&O, _____ other—specify _____
- ☐ 18. Completed grading permit application (E-24)
- ☐ 19. OTHER: _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____